



Lexis[®] *for* Microsoft[®] Office

Integrate your research and drafting process with the Microsoft[®] Office applications you use every day. Save time and achieve better outcomes by leveraging innovative tools directly within your documents and emails.

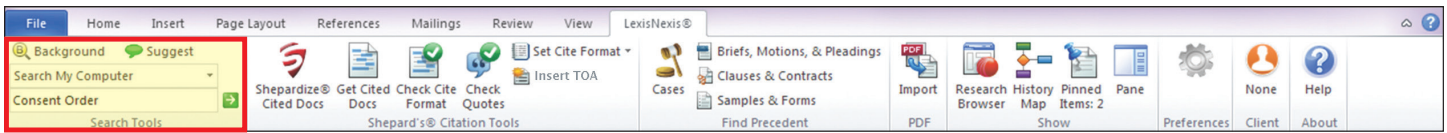
You can experience seamless access to Lexis Advance[®] content and the open Web from within Microsoft[®] Word and Outlook[®]. Instead of toggling between your research applications and Microsoft Office, use Lexis[®] *for* Microsoft[®] Office to directly link to research relevant to your work product. The information you select will appear in a convenient, adjacent pane. With its comprehensive drafting tools, Lexis *for* Microsoft Office removes the non-essential, time-consuming activities inherent in the legal drafting process and allows you to achieve better outcomes.

- Save time and work with increased efficiency.
- Increase your confidence in the outcome of your work.
- Gain cost efficiencies by achieving maximum value from your research and Microsoft Office investment.



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Lexis® for Microsoft® Office Using Search, Background & Suggest

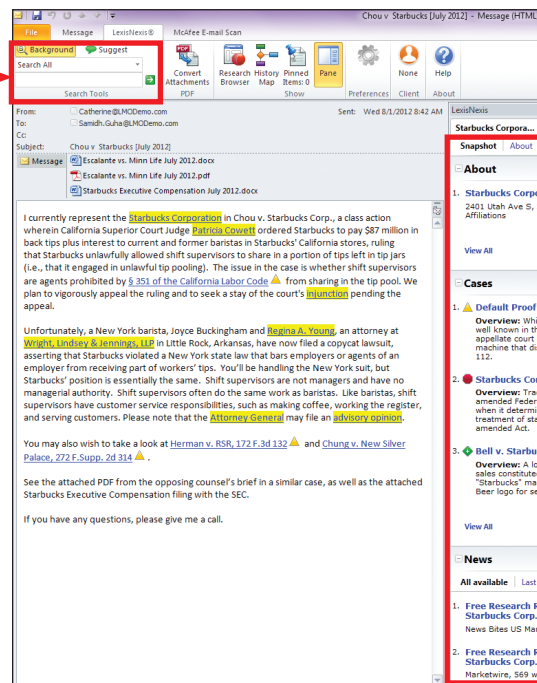
How does Lexis for Microsoft Office deliver relevant information to your document or email?

Lexis® for Microsoft® Office utilizes unique text recognition capabilities to evaluate your document or email content. It has the power to recognize legal entities, terms of art, and citations in your work and retrieve relevant information. You gain insights more quickly without the distraction of switching from one research source to another.

- Access relevant information without leaving the document or email on which you are working.
- Save time and work with greater efficiency.
- Stop toggling between Microsoft documents or emails and research information.

Background and Suggest

Conduct natural-language searches from an easy-to-use, single search box with a convenient pull-down menu that allows you to select where to search—Lexis Advance® content and the open Web.

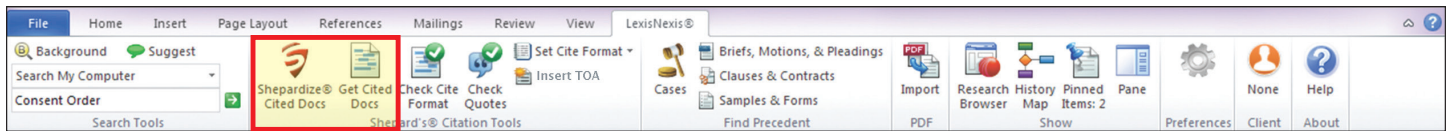


Access hyperlinks to pertinent background information about companies, judges, attorneys, law firms, legal terms of art and citations within your document or email.

Sources include the LexisNexis® corporate affiliations database; Lexis Advance® cases, legislative and other legal content; LexisNexis® News content; Lexis® Web; and open Web.

Robust Lexis Advance® post-search “Narrow By” tools enable filtering by numerous criteria including jurisdiction, court, time period, source, practice area, attorney, law firm, judge, citation, and in vs. out of subscription plan.





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Lexis® for Microsoft® Office Using *Shepardize*® Cited Docs and Get Cited Docs

Validate your work utilizing *Shepard's*® Citations Service from within the context of your document through Lexis® for Microsoft® Office. Cited cases appear side-by-side with your document, allowing you to remain in the context of your work—saving time and eliminating source printing.

Exclusively available from LexisNexis®, *Shepard's* Citations Service is the respected, authoritative resource quoted in the nation's courts. Unlike other citators, *Shepard's* offers the full spectrum of analysis and the potential to identify splits of authority. Instead of categorization by a computer system, federal and state cases are read and analyzed by attorney-editors to capture the intent of the court.

- Validate cases with greater efficiency.
- Gain strategic insights with greater ease.
- Achieve better case outcomes.

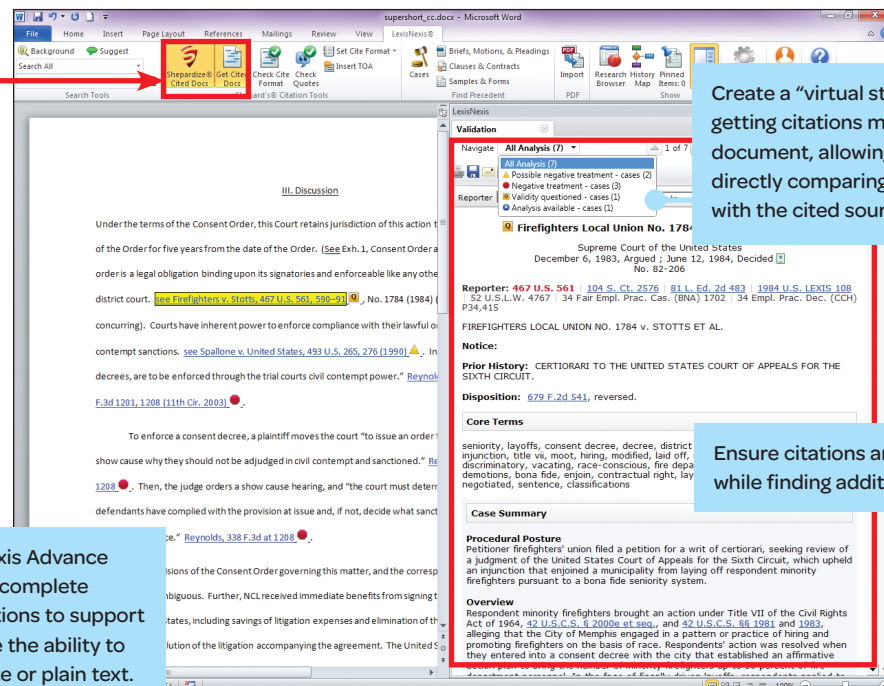
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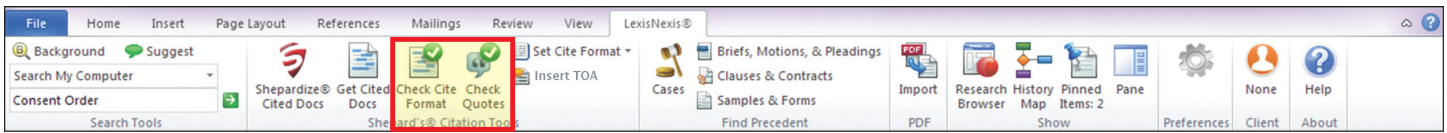
Highlights legal citations and corresponding *Shepard's* Signal™ indicators found in your document. Validate cited sources by clicking on highlighted citations to access *Shepard's* information within Lexis Advance® content.

Create a "virtual stack" of citations by getting citations mentioned in your document, allowing you to save time by directly comparing your work side-by-side with the cited sources.

Ensure citations are accurate and up to date while finding additional on-point authority.

When copying text from Lexis Advance cases, automatically insert complete precedential authority citations to support arguments. Options include the ability to insert copied text as a quote or plain text.





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Lexis® for Microsoft® Office Using Check Cite Format and Check Quotes

Lexis® for Microsoft® Office takes document preparation to the next level by simplifying the steps to verify and format both citations and quotes. Check Cite Format and Check Quotes help you accomplish these tasks with ease and efficiency while dramatically decreasing the time spent reviewing style compliance. You can be confident in the accuracy of your work through real-time comparison against Lexis Advance® content, including the most up-to-date format requirements from citation style manuals.

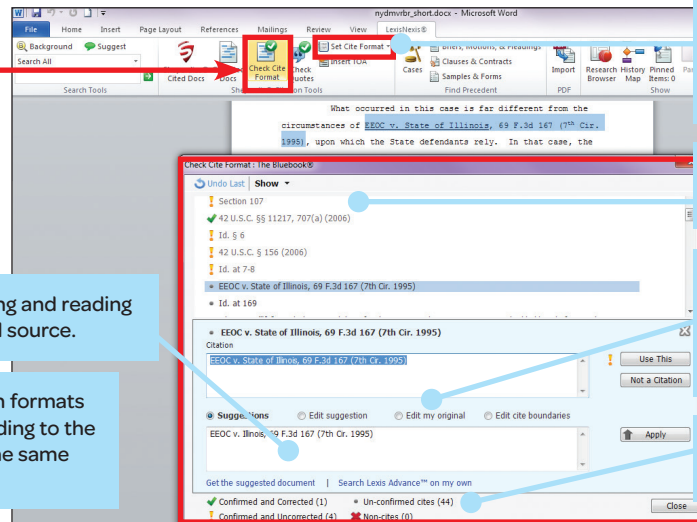
- Format and verify both citations and quotes with greater ease and efficiency.
- Improve work accuracy by comparing it with Lexis Advance content.
- Maintain focus on your legal analysis without being distracted by time-consuming, stylistic details.

Check Cite Format

Ensure all citations are complete and conform to court style manuals in real time within your document.

Verify your work by retrieving and reading the original text of the cited source.

Dynamically update citation formats to short or long form according to the sequence of citations for the same case within the document.



Set style preferences to selected citation style manuals. Automatically receive 1) updates to existing style manual content and 2) new style manuals as they become available.

Interface displays suggested citation corrections based on the selected style manual.

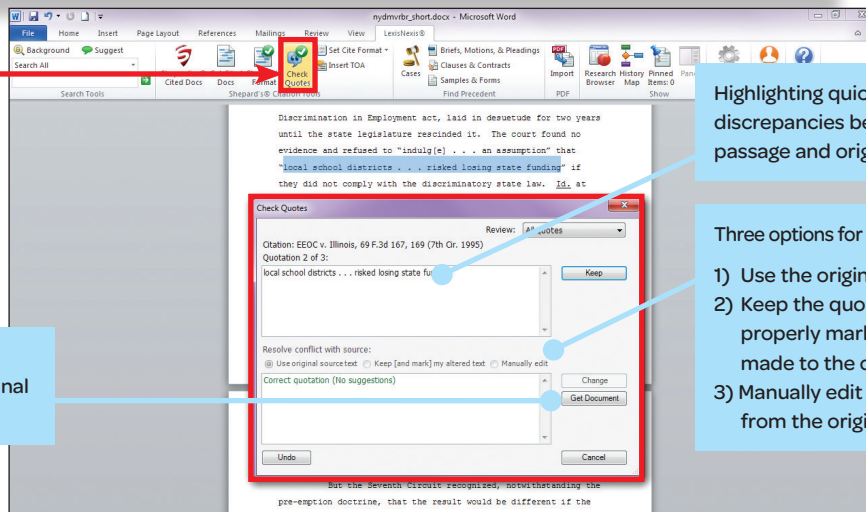
Offers a variety of real-time options on how citations can be managed—including editing the suggested format, editing original text and redefining citation boundaries.

Legend provides status summary of your formatting decisions.

Check Quotes

Instantly verify the accuracy and relevance of all quotes against the context of original source documents.

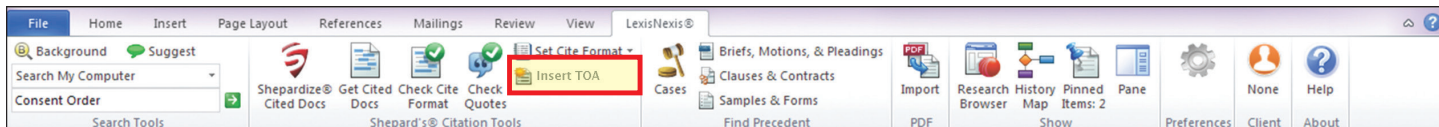
Retrieve a quoted passage and review it in the context of the original source document.



Highlighting quickly identifies discrepancies between a quoted passage and original source text.

Three options for utilizing a quote include:

- 1) Use the original source text.
- 2) Keep the quoted passage with properly marked alterations you made to the original.
- 3) Manually edit the quote starting from the original text.



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Lexis® for Microsoft® Office Using Table of Authorities

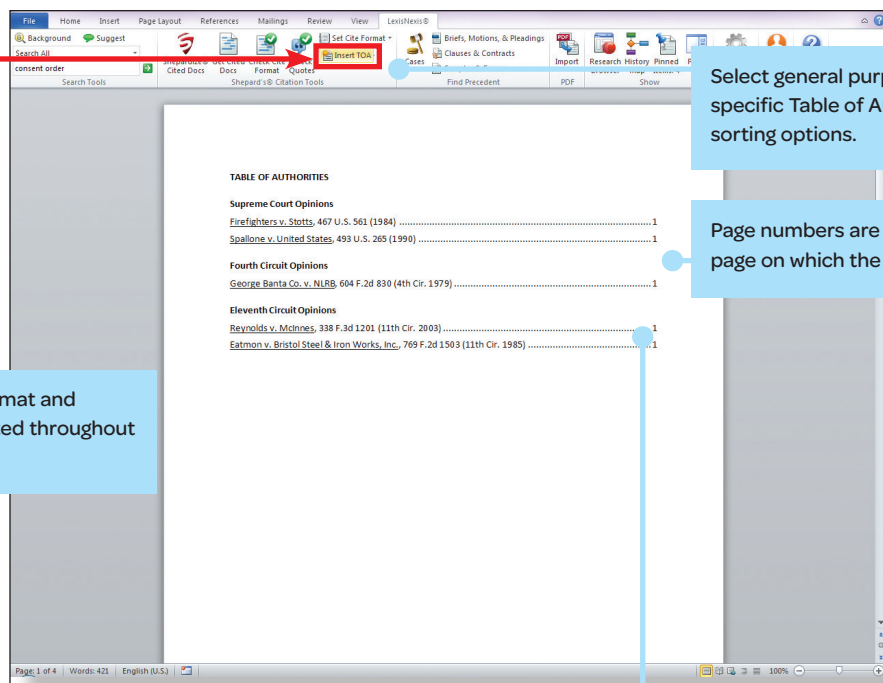
Now, creating or updating a Table of Authorities is faster and easier through Lexis® for Microsoft® Office. What used to be a lengthy, time-consuming task can be accomplished quickly and efficiently within seconds, utilizing jurisdiction-specific style requirements and options you select. This feature even automatically incorporates bookmarks to the pages on which references appear.

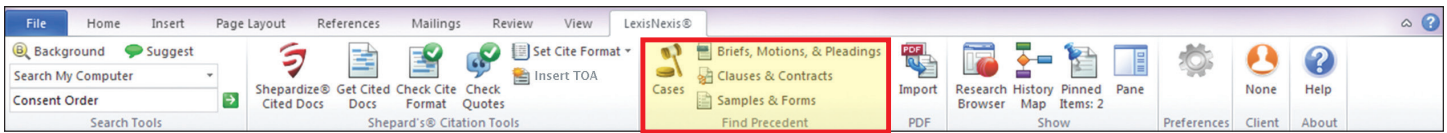
- Save time creating and updating an accurate Table of Authorities throughout the drafting process.
- Spend your time addressing the legal issues rather than compiling a Table of Authorities.

Table of Authorities

Quickly generate and continuously update a Table of Authorities.

The Table of Authorities format and content can be easily updated throughout the drafting process.





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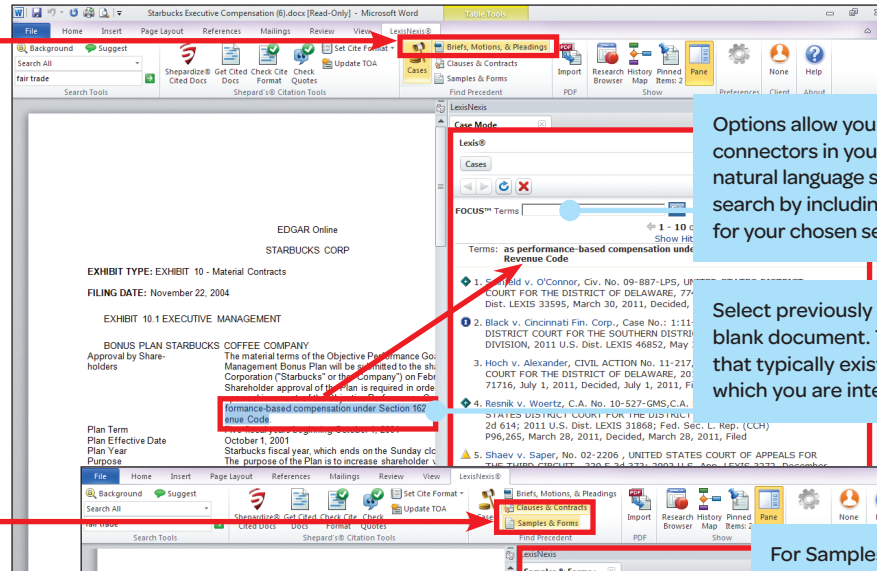
Lexis® for Microsoft® Office Using Cases; Briefs, Motions, & Pleadings; Clauses & Contracts; Samples & Forms

Lexis® for Microsoft® Office provides content and functionality to identify precedent and enhance the work of both litigators and transactional attorneys. Text recognition provides links to relevant cases, briefs, motions, pleadings, contracts and model forms to minimize duplication of effort.

- Robust Lexis Advance® post-search “Narrow By” tools enable filtering by numerous criteria including jurisdiction, court, time period, source, practice area, attorney, law firm, judge, citation, and in vs. out of subscription plan.
- After identifying the document of interest to you, in-document navigation options identify information relevant to your legal matter including specific terms/sections such as Reporter, Subsequent History, Case Summary and Outcome.
- While drafting transactional matters, attorneys can work with greater confidence and efficiency by accessing contracts and forms to identify legal precedent.

Cases; Briefs, Motions, & Pleadings

Find cases and briefs, motions, & pleadings while drafting documents to quickly identify legal precedent or sample documents either as a starting point or to compare with your document.



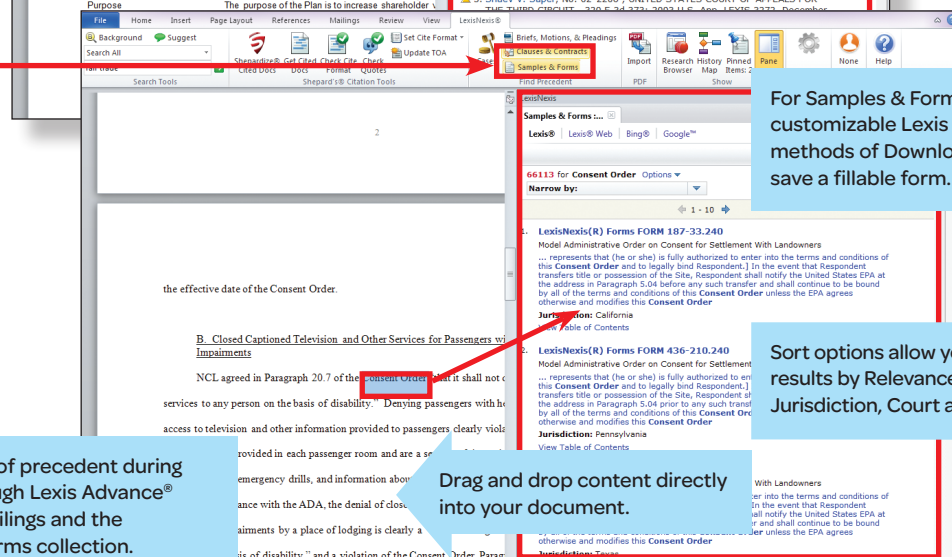
Options allow you to 1) use terms and connectors in your search string instead of a natural language search and 2) expand your search by including synonyms and equivalents for your chosen search terms.

Select previously written text OR open a blank document. Then, type in key terms that typically exist in the kind of document in which you are interested.

Clauses & Contracts; Samples & Forms

Find legal precedent and alternative language for a specific contract or clause.

Leverage sample forms relevant to your work.



For Samples & Forms, use the customizable Lexis Advance delivery methods of Download, Print or Email to save a fillable form.

Sort options allow you to order your results by Relevance, Document Title, Jurisdiction, Court and Date.

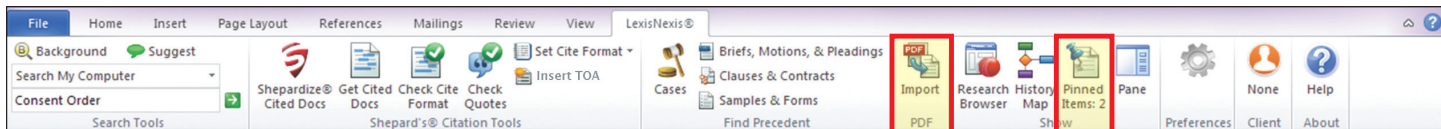
Enhance the identification of precedent during transactional drafting through Lexis Advance® content that includes SEC filings and the Matthew Bender® model forms collection.

Drag and drop content directly into your document.



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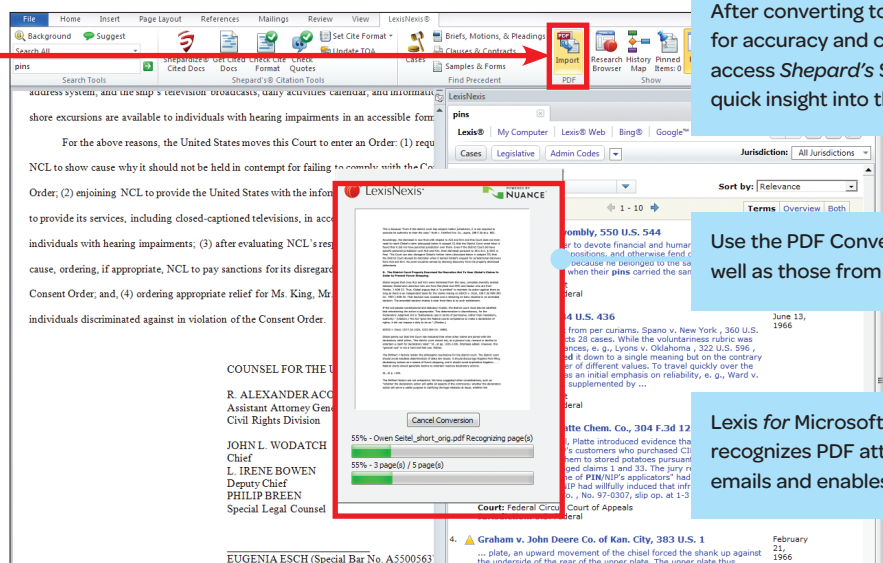
Lexis® for Microsoft® Office Using the PDF Converter and Pinning

The innovative PDF Converter and Pinning tools enhance your ability to work with existing PDF documents and enable you to more easily save important research relevant to your work product.

- With PDF Converter, you can turn PDFs into Microsoft® Word documents so that you can tap into the full functionality of Lexis® for Microsoft® Office and begin your research and analysis.
- Pinning allows you to quickly attach research, links and notes to your documents and emails for future reference or to send to others—for example, you can pin cases that support your position as you create an argument.

PDF Converter

Convert non-editable PDF files into Word documents, enabling you to utilize Lexis for Microsoft Office functionality to analyze content and identify research holes in opposing counsel's PDF documents.



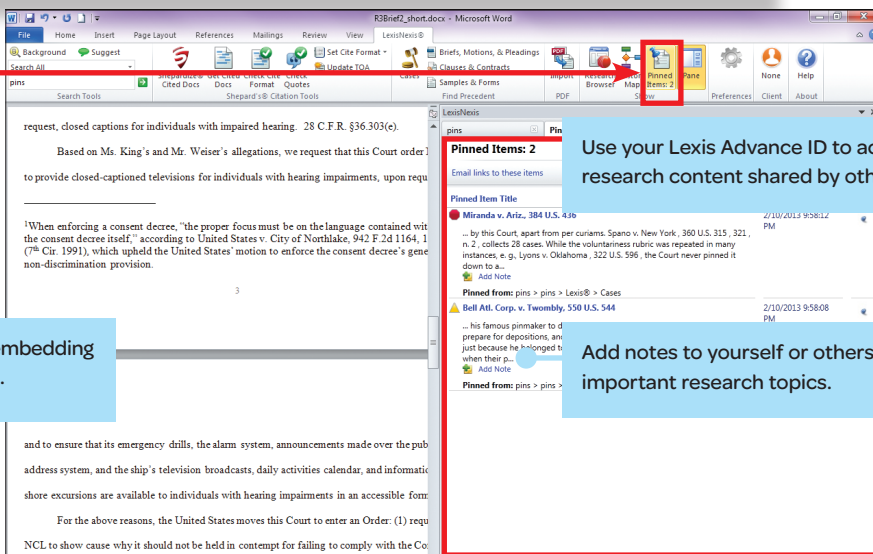
After converting to Word, analyze documents for accuracy and completeness as well as access Shepard's Signal™ indicators to gain quick insight into the validity of cited cases.

Use the PDF Converter for in-firm PDFs as well as those from opposing counsel.

Lexis for Microsoft Office automatically recognizes PDF attachments in Outlook® emails and enables the PDF Converter tool.

Pinning

Annotate emails and Word documents with supporting research links to save or forward to others.

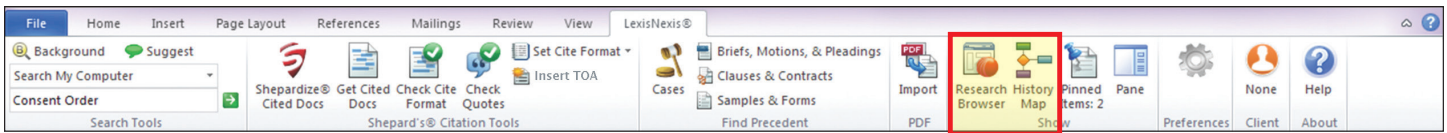


Use your Lexis Advance ID to access pinned research content shared by others.

Add notes to yourself or others to highlight important research topics.

Respond quickly to research requests by embedding links to pinned Lexis Advance® documents.





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Lexis® for Microsoft® Office Using the History Map and Research Browser

Lexis® for Microsoft® Office improves your research capabilities with a graphical representation of your research trail and easy linking to Lexis Advance® content.

- History Map provides an easy-to-follow graphic depiction of your steps taken and documents accessed during the research process that can be used for your own reference or shared with others.
- Research Browser provides one-click access to Lexis Advance to create a seamless bridge between Lexis for Microsoft Office and your research to enable deeper research capabilities within your document. Also, control the size of the Research Browser and where it appears.

History Map

Improve documentation and retain your research task history in an interactive document. Share it with others to improve communication or refer to it in the future to increase productivity on long-term projects.

Quickly revisit research to gain deeper insights, determine trends or avoid dead ends.

Save the History Map independently as a .png file for a convenient record of your research.

Validate current Shepard's Signal™ indicators.

Research Browser

Gain access to deeper research via your Lexis Advance subscription without additional sign-ins.

Use the Research Browser consistently over time to better leverage your browser history and track your research activities.

Pull the Research Browser from the right-hand pane to a second monitor or resize it to fit your needs.

Directly access Lexis Advance while remaining in the context of your work product.



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